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***While writing an RTI Application include the following in your application*** ..... 1



# RTI Application for Passport Delay

[sampleRTI](#)

## While writing an RTI Application include the following in your application

RTI Application shall be addressed to The Public Information Officer of the jurisdictional Superintendent of Police (Special Branch) or (Passport Branch) dealing with Passport Verification Process and seek the following information:

( Please use RTI Application format, if any, prescribed in your [State RTI Rules](#) for submitting RTI request )

### By Speed Post

To

**The Public Information Officer, .... full address**

My passport application details:

1. Name of the Applicant : \_
2. Passport Application Number : \_
3. Passport Office : \_
4. Application Submission Date : \_

I have applied for passport and document verification process completed on ..... Passport Application bearing No. .... has thereafter been sent for police verification. On line passport status of Passport Office, indicates that the police verification report is still awaited by Regional Passport Office, ..... In this connection, please supply me following information with respect to Police Verification in respect of passport application No. .... submitted by me i.e. Sh. ...., R/o ..... in Regional Passport Office, .....

[1] Names, designations and office addresses of the officials with whom, the said Passport Application is/was lying since its date of receipt in your office & date wise period with each official & details of action taken by him/her.

[2] Name, designation and office address of the police official entrusted with the verification of passport application No. .... submitted by me.

[3] Date on which the designated/assigned police official verified the antecedents of the passport applicant with respect of passport application No. ....

[4] Certified copy of note sheets indicating file notings by various officials and the decision of competent authority with respect to the police verification on the said passport application No.

.....

[5] Certified copy of Rules, regulations, notifications, circulars, Govt Resolutions, Policy, Code, Ordinance, Office Memorandum, Instructions, or Guidelines or any such other document, stipulating the designations of persons who shall handle passport application from the date of its receipt for the purpose of its Police verification, to the date of its dispatch back to the Regional Passport Office.

[6] Certified copy of Rules, regulations, notifications, circulars, Govt Resolutions, Policy, Code, Ordinance, Office Memorandum, Instructions, or Guidelines or any such other document, stipulating the mailing framework for receipt & dispatch of passport application for the purpose of Police verification.

[7] Certified copy of document stipulating the mode of mailing (e.g. hand delivery, speed post, registered post etc.) adapted for receipt & dispatch of passport applications from the Regional Passport Office to your Public Authority for the purpose of Police verification.

[8] Certified extract copy of the Inward Register indicating the entry with respect to receipt of passport application No. .... of above named, for the purpose of Police verification at your Police Station.

[9] Certified extract copy of Outward Register indicating the entry with respect to dispatch of police verification report in respect of passport application No. ....of above named, by your Police Station.

[10] In case the Police Verification Report is not dispatched to the Regional Passport Office till the date of reply of this RTI Application, please supply me the certified copy of document/report/file notings indicating reasons for the delay in sending police verification report to Regional Passport Office.

[11] Certified copy of Rules, regulations, notifications, circulars, Govt Resolutions, Policy, Code, Ordinance, Office Memorandum, Instructions, or Guidelines or any such other document, including citizen's charter, stipulating the number of days in which Police Verification with respect to passport application is required to be dealt with by concerned police authorities and the report of such verification is required to be submitted to Regional Passport Officer.

[12] Please inform me the name, designation and office address of the officer responsible to monitor or ensure that police verification reports with respect to passport applications received by police authorities are acted upon and necessary reports submitted to Regional Passport Office well within the stipulated time-frame.

For guidance in writing and submitting RTI Applications, please refer to:

[How to Fill RTI Application Form](#)

[Central RTI Rules, 2012](#)

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